



Department of Corporations

JOB OPPORTUNITY



Release Date: August 2, 2000

CLASSIFICATION: **ACCOUNTING OFFICER (SUPERVISOR)**
1 Position, Permanent-Full Time, Sacramento

FINAL FILING DATE: August 9, 2000

SALARY: \$3290 - \$3995 per month

POSITION LOCATIONS: Accounting Office. 980 9th Street, Sacramento

DUTIES AND RESPONSIBILITIES – Under the direct supervision of the Senior Accounting Officer (Supervisor), the incumbent is responsible for planning, directing, organizing and supervising the Accounts Receivable Section. Specific duties include all supervisory tasks (probationary and annual performance reports, training, hiring, discipline, etc.); analyze existing receivables process to identify areas of improvement and then implement/coordinate those changes; develop and maintain desk procedures; analyze, review and identify revenue source and code cash receipts for posting to CALSTARS; review and analyze CALSTARS reports for preparing remittance advice for deposits to the State Treasurer's Office and serve as primary liaison to State Treasurer's Office and State Controller's Office; process refunds and initiate dishonored check buybacks that includes maintaining dishonored check log and preparing any correspondence and reconciling account as well as primary liaison with banks, State and or local law enforcement entities; reconcile and maintain uncleared collections and securities held in trust that includes reviewing and analyzing all associated documentation to support refunds or transfer between general ledger accounts; serve as primary liaison to program staff and licensees regarding invoice payments and litigation recovery; assist in the preparation of year-end financial statements; and, other duties as required.

DESIRABLE QUALIFICATIONS

- ♦ Strong a varied accounting experience.
- ♦ CALSTARS experience.
- ♦ Strong supervisory and leadership skills.
- ♦ Strong written and oral communication skills.
- ♦ Willingness to work overtime.
- ♦ Dependable, able to adjust to shifting priorities and meet deadlines.
- ♦ Ability to establish effective working relationships.
- ♦ Ability to develop and maintain a team work environment.

WHO MAY APPLY – State employees who are currently at the Accounting Officer (Supervisor) level, those within transfer range or individuals with list eligibility are encouraged to apply. Appointment is subject to SROA. **ONLY THOSE BEST QUALIFIED WILL BE INTERVIEWED.** For further technical information regarding the position, please contact Diane Paulsen at (916) 322-6721 or CALNET 8-492-6721. **A COMPLETED APPLICATION/RESUME, MUST BE SENT TO THE PERSON AND ADDRESS PROVIDED BELOW (please include your social security number for eligibility verification).**

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Attention: Linda Bender
980 9th Street, Suite 500
Sacramento, CA 95814
(916) 445-6351 or CALNET 8-485-6351

California Relay Service: Voice Line: 1-800-735-2922
TDD User: 1-800-735-2929